

ALABAMA ELECTRONIC SECURITY BOARD OF LICENSURE

RT MANAGEMENT, INC. - CONTRACTOR



2017/2018 APPLICATION PACKET

**DEADLINE
FOR
RENEWAL
DECEMBER 31, 2016**

Revised 01/01/2017

**ALABAMA ELECTRONIC SECURITY
BOARD OF LICENSURE**

7956 VAUGHN ROAD, PMB 392

MONTGOMERY, ALABAMA 36116

phone # 334-264-9388~~~fax # 334-264-9332

e-mail~aesbl@aol.com

web-site~www.aesbl.alabama.gov

The State of Alabama Electronic Security Licensing Law

Code of Alabama, Section 34-1A, and the rules and regulations, 304-X-1-.01 through .06, promulgated by the Alabama Electronic Security Board of Licensure (AESBL) require the licensing of any person, sole proprietorship, company or corporation that installs or services locks for motor vehicles, residential or commercial use or provides sales, service, installation, maintenance or monitoring of burglar alarm systems, electronic access control systems or closed circuit TV systems. An application for a license, Branch Office License, Qualifying Agent License, Locksmith License, or Registrant License can be obtained by contacting the AESBL at the above mailing address, phone number, e-mail address or web site.

Each Company must provide AESBL with evidence of a policy of general liability insurance in the amount of at least \$250,000 and must maintain at least this amount of insurance.

All **new** applicants for licensure in year 2017/2018 or **renewal** applicants who have been arrested or convicted of a crime within the three previous years must submit a completed **ALEA background form**, two completed fingerprint cards and **\$37.00 (money order or cashier's check made payable to ALEA)** processing fee for ALEA Criminal Background Reports.

All **renewal** applicants for 2017/2018 must complete the ALEA background check form and **two (2) fingerprint cards** and **\$25.00 (money order or cashier's check made payable to ALEA)**

AESBL will issue ID cards to Qualifying Agents, Installers, Locksmith, Trainees & Helpers. The registrants must have these ID cards available whenever they are meeting the public. ID cards must be produced on demand of any customer; AESBL member; law enforcement official; state, city, county code enforcement official or building inspection personnel.

The license number of a company shall be displayed in all advertising.

If the Code of Alabama, Section 34-1A, or any order, rule, or regulation of AESBL is violated by any person or business entity, then the person or business entity shall be guilty of a Class A misdemeanor. AESBL may fine violators up to \$1,000 per violation and may file civil action to collect the penalty.

There is no licensing reciprocity with any other state at this time.

All 2015/2016 licenses expire December 31, 2016 and must be renewed by December 31, 2016.

****Follow us on Facebook for news & updates****

****Or visit our website at aesbl.alabama.gov****

MEMORANDUM

TO: Companies with Late or Non-renewal of License

FROM: Alabama Electronic Security Board of Licensure (AESBL)

In accordance with Section 34-1A-7.(f) of the Code of Ala. 1975 which established the Alabama Electronic Security Board of Licensure (the Board), the members of the Board have established Alabama Administrative Code 304-X-.03(3) regarding fines for companies performing burglar alarm or locksmith work without a current license.

All companies, unless specifically exempt by Chapter 1A of Title 34, Code of Alabama 1975, which sell, install, monitor or otherwise operate in the burglar alarm or locksmith business in the State of Alabama must obtain a license from this Board in a timely manner or shall be subject to the following monetary penalties:

- * Companies which are currently operating in the burglar alarm or locksmith business and do not obtain a license by March 31st, the fine shall be \$500.00.
- * Companies which are currently operating in the burglar alarm or locksmith business and do not obtain a license by May 31st, the fine shall be \$1,000.00 per violation.

If your company is operating in the burglar alarm or locksmith business in Alabama without obtaining the proper license from AESBL, please immediately complete the application process in order to prevent additional monetary penalties.

**Schedule of Monetary Penalties
for
Violation of Section 34-1A-5(h), (i), (j) and (l)**

Approved November 6, 2014

The Monetary Penalty Schedule below applies to the following types of violations reported to and/or verified by the AESBL:

1. Failure of a licensee to display its AESBL license at its normal place of business and in a manner easily readable by the general public. Code of Alabama, 1975, Section 34-1A-5(h)
2. Failure of a licensee to display a notice prominently in the place of business that contains the name, mailing address and telephone number of the board and a statement informing consumers that complaints against licensees may be directed at the board. (Code of Alabama, 1975, Section 34-1A-5(i))
3. Failure of a licensee to display its AESBL license number in all advertising. (Code of Alabama, 1975, Section 34-1A-5(j)) Advertising media includes, but is not limited to, telephone book ads, newspaper ads, advertising flyers, company displays, business cards, company vehicles, contracts and agreements, etc.
4. Failure of a licensee to include on the licensee's contracts and agreements for services the name, mailing address and telephone number of the board and a statement informing consumers that complaints against licensees may be directed to the board. (Code of Alabama, 1975, Section 34-1A-5(l))

Monetary Penalty Schedule

First report of violation	\$25.00
Second report of violation	\$75.00
Third report of violation	Licensee required to appear before the board and may be subject to additional monetary penalties or suspension or revocation of license.

2017 / 2018 AESBL LICENSING FEE SCHEDULE

Cashier's Check, Money Order, Or Credit/Debit Cards

A. Company:	<u>Two-Year</u>
First Time Administrative Fee or Late Renewals after December 31, 2016	\$150.00
<u>PLUS:</u>	
Company (Incorporated or LLC) License Fee and Annual Fee	\$400.00
<u>- OR -</u>	
Company (Sole Proprietorship) License Fee and Annual Fee	\$300.00
<u>- OR -</u>	
Company Branch Office Annual Fee <u>(No Administrative Fee Required)</u>	\$400.00
B. Individuals:	<u>Two-Year</u>
(1) Qualifying Agent—Burglar Alarm only	\$ 50.00
Add: QA Access Control	\$ 50.00
Add: QA CCTV	\$ 50.00
(2) Qualifying Agent—Locksmith only	\$ 50.00
Add: QA Access Control	\$ 50.00
Add: QA CCTV	\$ 50.00
(3) Burglar Alarm/Access Control/CCTV Installer	\$ 50.00
(4) Locksmith/Access Control/CCTV Installer	\$ 50.00
(5) Salesperson	\$ 50.00
(6) Helper	\$ 50.00
(7) Monitoring Station Operator	\$ 25.00
(8) Administrative	\$ 0.00

Credit/Debit Card Payment Form

(OPTIONAL PAYMENT METHOD)

Please choose one of the following:

- ☐ **I wish to pay by credit/debit card by phone. Please call the following:**

Authorized Official

Phone Number

OR

- ☐ **I wish to pay by credit/debit card. Please use the card information below:**

Cardholder Name _____

Card Number / Type _____

Address (including zip) _____

Expiration date _____

CVV Code _____

Phone Number _____

Transaction Amount \$ _____

*Authorized Signature _____

*By signing this form, I authorize RT Management, Inc., acting on behalf of the Alabama Electronic Security Board of Licensure / State of Alabama, to process the above transaction. I understand a receipt will be mailed when processed.

*****There is a 3.5% processing fee*****

Please note that credit/debit card information is not kept on file by RT Management, Inc. or the AESBL. All authorization forms will be shredded.

No Staples Please
Paper Clips Only

2017 / 2018

Company License Application

Alabama Electronic Security Board of Licensure

7956 Vaughn Rd., PMB 392 Montgomery, Alabama 36116
phone # 334-264-9388~ fax # 334-264-9332~ e-mail aesbl@aol.com~web-site www.aesbl.alabama.gov

Company Name: _____ AESBL #: _____

Company Physical Address: _____
(Please advise AESBL if there is a privacy issue with publishing this address.)

City/State/Zip Code: _____

What County is your company physically located in: _____

Company Contact Person: _____ Direct Phone Number: _____

Company Mailing Address: _____

City/State/Zip Code: _____

Company Phone #: _____ Company Fax #: _____

Company E-mail Address: _____

SEE 2017/2018 AESBL LICENSING FEE SCHEDULE (Page # 4)

___ First Time Administrative Fee or Late Renewal after December 31, 2016 \$150.00
PLUS

___ Company (Incorporated or LLC) License Fee \$400.00

OR

___ Company (Sole Proprietorship) License Fee \$300.00

OR

___ Company Branch Office Annual Fee (No Administrative Fee Required) \$400.00

If you did not obtain a license in 2015/16 please enter the date (month, day, year) that the company was started _____

Provide AESBL a copy of the company's most recent business license issued by an Alabama city or county.

Have you ever had any business license revoked? ___yes ___no (If yes, explain why and attach to application.)

Company Type: Burglar Alarm __, Monitoring __, CCTV __, Access Control __, Locksmith __
Electronic
Check all that apply.

Following items must be enclosed for application to be considered complete:

- ___ Certificate of Insurance? (This must show expiration dates and physical address.)
- ___ Copy of current Alabama business license?
- ___ Cashier's Check, Money Order, or Credit/Debit Card in Proper Amount Made Payable to AESBL?
- ___ Employees' Applications, Copies of current Training Certificates or CEU's, CEU reporting form, current passport size photo and fees?
- ___ ALEA Criminal History Information Release Forms, FBI fingerprint cards, and ALEA processing fees?

Qualifying Agent's Name (Print) _____

I certify the information provided on this application and enclosed materials are true and correct to the best of my knowledge.

Date _____ QA or Authorized Official's Signature _____

QA or Authorized Official's Social Security Number _____

(Required by Code of Alabama 1975 Section 30-3-194 (a))

MONITORING COMPANY INFORMATION ONLY

Company applications, individual applications, ALEA Criminal Background Reports and fees must also be completed for all branch offices and employees in Alabama and within 100 miles of an Alabama border.

For out of state branch monitoring offices which monitor Alabama accounts, company applications must be completed and submitted for each branch, as well as individual monitoring station operator rosters and their fees.

Note: Since monitoring station employees are not expected to have personal (only telephone) contact with customers, AESBL has waived the requirement for individual identification cards for monitoring station employees who do not perform installations or sales.

THE FEES FOR MONITORING STATION APPLICANTS ARE:

TWO YEAR RENEWAL

\$ 400.00 for a two year Company license

\$ 25.00 per person for monitoring operators

**Must be cashier's check, money order, or
credit/debit cards**

NECESSARY ITEMS FOR LICENSING OF A MONITORING COMPANY:

- 1) Company application and fees, including an application for each branch office location.
- 2) Proof of general liability insurance of \$250,000 or more
- 3) **Individual applications are required**, and ALEA criminal history form is required for criminal history background reports on each monitoring station operator within 100 miles of an Alabama border. Processing fee for ALEA criminal history form is \$25.00 made payable to ALEA. No criminal history background report is required for monitoring offices located in excess of 100 miles from the nearest Alabama border, **but a list of employees by location with social security numbers and dates of birth are required for random background checks.**
- 4) For each monitoring operator, documentation of attendance of at least a one day NTS approved course for central station persons, NTS Level 1 Certification, or AESBL approved program. The following training is accepted by AESBL: NTS, Security Industry Assoc. (SIA), Monitoring Station Alarm Assoc. (CSAA) or Approved In-House Training.
- 5) \$25.00 for each monitoring operator.
- 6) **No Qualifying Agent required.**
- 7) **See page 8 for additional Monitoring Company information.**

2017/2018

**REQUIRED MONITORING
INFORMATION
Effective January 2, 2013**

Any person or business entity that offers to undertake, represents itself as being able to undertake, or does undertake the monitoring of an alarm system for the public for any type of compensation or, any central station, must, with each renewal application, submit a report which provides the following: (1) the business entity that requested their accounts be monitored as an alarm system installer or dealer and (2) the date the company began monitoring accounts on behalf of the alarm system installer or dealer. **Said list shall not include the individual customers for each alarm system installer or dealer.**

Each report provided to AESBL by the monitoring company to meet this reporting requirement must include the name and address of the alarm system company requesting monitoring services and the date the monitoring company began monitoring accounts for the alarm system company.

**A NEW LICENSE WILL NOT BE ISSUED UNTIL
COMPLETE INFORMATION HAS BEEN PROVIDED.**

NOTICE

To All Applicants for 2017/2018 License

Alabama Administrative Code 304-X-1-.02(4)(a) specifies:

A license issued under this code shall be subject to revocation or suspension if any licensee fails to disclose pertinent information on the initial or renewal application, misleads or is untruthful during the application process, or has applied for the original license under false pretenses. Any license may be subject to revocation if a person is convicted of a criminal offense during the license term. A letter notifying the licensee of a pending suspension or revocation will be sent, via certified mail, to the last known address of the licensee subject to a suspension or revocation. The licensee shall have 15 days from receipt of written notification to respond in writing to the notice of suspension or revocation. On the 16th day of no response, the license shall be suspended or revoked without further notification. If the licensee responds within the stated time period, a formal hearing before a quorum of the Board of Licensure shall be held solely to address the issue.

- 1) **RENEWAL LICENSES** will be issued when a **COMPLETE 2017/2018 Application** is received at AESBL.
- 2) **EXCEPTION:** If an applicant initials, “I certify that I have been arrested or convicted of a crime during the past three years”, **RENEWAL LICENSES will not be processed** until criminal history background results are received from FBI.
- 3) **NEW APPLICANTS:** **ALEA** background form and two (2) completed FBI fingerprint cards and a \$37.00 money order or cashier’s check made payable to **ALEA** are required. Individual licenses cannot be issued until the FBI criminal background reports are processed by FBI and returned to AESBL. **Only money orders or cashier’s checks will be accepted.**
- 4) **RENEWING APPLIANTS** must complete the **ALEA** background form with **2 completed fingerprint cards** and include a \$25.00 money order or cashier’s check made payable to **ALEA**. **Only money orders or cashier’s checks will be accepted.**
- 5) A licensed alarm system or locksmith company must have a physical location in the state of Alabama or within 50 miles of the Alabama border. Companies located out of the State of Alabama must provide AESBL a “Certificate of Authority of a Foreign Corporation to Transact Business in Alabama” from the Alabama Secretary of State and the registered agent must have a physical address in Alabama.
- 6) All Qualifying Agents at companies that install or service CCTV systems must provide AESBL certificates verifying they have completed the NTS Video Systems Technology course or equivalent. All companies that install or service Electronic Access Control must provide AESBL certificates verifying they have completed the NTS Electronic Access Control course or equivalent.
- 7) **ALSO**, AESBL may issue a license **only** after **complete** applications, fees, and other required documentation are received. **AESBL may return incomplete application packets. Fees will be immediately deposited with the State Treasurer.**

Instructions Individual License Application

Licensing of companies and individuals with the Alabama Electronic Security Board of Licensure (AESBL) is a biennial process. All licenses expire December 31, 2018, and subsequent year applications, documentation, pictures and fees must be received by AESBL before **December 31** at the end of the licensing period. New employees (hired after January 1st) have **10** business days from the date of hire to submit an application to AESBL. **A Trainee ID card may be issued by AESBL for new employees who have not yet completed required training if AESBL is provided a certified statement verifying the licensed supervisor.**

All applicants for year 2017/2018 license who install or service locks for motor vehicle, residential or commercial use or who sell, install, service, monitor, manage or have access to subscriber or alarm system information must complete all requested information on a 2017/2018 Individual Alarm License Application.

Your Position and Fees: Under “Your Position” check all that apply. An individual must check the position (describing duties he/she performs), which requires the most training for licensure. For example, if an owner of a company sells but does not install or service, the owner’s application should be checked “Salesperson” and “Administrative.” Applications must be accompanied by a **cashier’s check, money order, or by credit/debit card** in the proper amount made payable to AESBL determined by position and two year license. **Refer to Fee page 4.**

Education: See page 13

Pictures: If you are a Qualifying Agent, Installer, Locksmith, Salesperson, Trainee or Helper you are required to have an ID card and you must include with your Application a recent picture (passport size) to be used in making this ID card. Eligible applicants who submit a recent picture **with their name on the back of the picture** will be provided an ID card.

Criminal Background Check

You must submit the ALEA background form, 2 completed fingerprint cards and a \$37.00 fee (cashier’s check or money order) made payable to ALEA if:

You were **not** licensed by AESBL for year 2016, **or**

You fail to renew your license within thirty (30) days of the expiration date of your most recent license, **or**

You were arrested or convicted of a crime during the past three (3) years, **and**

You are a Qualifying Agent, Installer, Locksmith, Salesperson, Helper, or Administrative employee that has access to customer alarm codes.

(See Criminal History Information Release Form and Instructions)

All renewing applicants must complete the **ALEA background form along with 2 completed fingerprint cards and remit \$25.00 (money order or cashier’s check) payable to ALEA.**

Applicant Signature: Each Individual Application must be witnessed by two (2) witnesses **or** notarized by a Notary Public.

New Requirement: All Individual Applications must be signed by the QA or an Authorized Official.

2017 / 2018

No Staples Please
Paper Clips Only

Qualifying Agent Alarm License Application

Alabama Electronic Security Board of Licensure
7956 Vaughn Road, PMB 392 Montgomery, Alabama 36116

Applies for both
Alarm and
Locksmith
Companies

Individual's Name _____
First Middle Last

Were you licensed by AESBL in year 2015/16? _____ If yes, provide license # _____
(answer yes or no)

Date of Birth _____ Social Security Number _____
(Required by Code of Alabama 1975 Section 30-3-194 (a))

Employed By (Name of Company) _____

Company (Office or Branch) Address _____

City/State/Zip Code _____

Employee's Home Address _____

City/State/Zip Code _____

Phone No _____ Date of Employment _____

Fees for Qualifying Agents - \$50.00 or \$100 or \$150 for 2 years (*see page 4*)

This application must be accompanied by a cashier's check, money order, or credit/debit card
in the proper amount made payable to AESBL.

Education (Check all that apply and enclose documentation): ESA – NTS: Level 1 _____ Level 2 or
ABAT/AISC _____ Locksmith Certification _____ Access Control _____ CCTV _____ CEU's _____ Other _____
(Provide a copy of your current NTS certificates or documentation of other appropriate training to
AESBL.)

Pictures: Enclose a passport size photo with your name on the back of the picture for ID badge.

****IF YOU FALSIFY THE FOLLOWING RESPONSE, YOUR APPLICATION **
FOR LICENSE WILL BE AUTOMATICALLY DENIED!**

Criminal Background Check: (INITIAL ONE (1) RESPONSE ONLY, See Instructions.)

***** READ CAREFULLY *****

I certify that **I have not been arrested or convicted** of a crime during the past three years _____.
(Initial)

I certify that **I have been arrested or convicted** of a crime during the past three years _____.
(Initial)

Have you ever had any business license revoked? _____ yes or no _____
(If yes provide written explanation and attach to Application.)

I certify that I am a full time (at least 32 hours per week) employee at the above company location
and the information provided on this application and enclosed materials is true and correct to the
best of my knowledge and AESBL is authorized to verify any or all information provided.

Applicant Signature: _____ Date: _____
(Must have two witnesses **OR** notary)

Witness _____
Address _____
City/ State/Zip _____

Sworn to and subscribed before me on this
_____ day of _____, 20__.

Witness _____
Address _____
City/State/Zip _____

NOTARY PUBLIC
My Commission expires _____

No Staples Please
Paper Clips Only

2017 / 2018
Individual License Application
Alabama Electronic Security Board of Licensure
7956 Vaughn Road, PMB 392 Montgomery, Alabama 36116

Individual's Name _____
First Middle Last

Were you licensed by AESBL in year 2015/16? _____ If yes, provide license # _____
(answer yes or no)

Date of Birth _____ Social Security Number _____
(Required by Code of Alabama 1975 Section 30-3-194 (a))

Employed By (Name of Company) _____

Company (Office or Branch) Address _____

City/State/Zip Code _____

Employee's Home Address _____

City/State/Zip Code _____

Phone No _____ Date of Employment _____

Fees for Individual - \$50.00 for 2 years Fee for Monitoring - \$25.00 for 2 years
This application must be accompanied by a cashier's check, money order, or credit/debit card
in the proper amount made payable to AESBL.

See AESBL Licensing Fee Schedule Page # 2 (check all that apply but pay only 1st checked)

____ Burglar Alarm Installer ____ Locksmith ____ Helper
____ Salesperson ____ CCTV Installer ____ Administrative
____ Monitoring Station ____ Electronic Access Control Installer

Pictures: Enclose a passport size photo with your name on the back of the picture for ID badge.

****IF YOU FALSIFY THE FOLLOWING RESPONSE, YOUR APPLICATION ****
FOR LICENSE WILL BE AUTOMATICALLY DENIED!

Criminal Background Check: (INITIAL ONE (1) RESPONSE ONLY, See Instructions.)

*** READ CAREFULLY ***

I certify that I have not been arrested or convicted of a crime during the past three years ____
(Initial)

I certify that I have been arrested or convicted of a crime during the past three years ____
(Initial)

Have you ever had any business license revoked? ____yes or no____
(If yes provide written explanation and attach to Application.)

Applicant Signature: _____ Date: _____

*QA Signature: _____ Date: _____

Or Authorized Official

(Must have two witnesses **OR** notary)

Witness _____
Address _____
City/ State/Zip _____

Sworn to and subscribed before me on this
_____ day of _____, 20__.

Witness _____
Address _____
City/State/Zip _____

NOTARY PUBLIC
My Commission expires _____

Summary of AESBL

Educational Requirements for 2017/2018

NOTE: As of January 1, 2017, a **Qualifying Agent** is required for both **Locksmith companies** as well as **Burglar Alarm companies**. This change was made in order to satisfy educational requirements for Access Control and CCTV. As of January 1, 2017, Locksmiths are now able to perform CCTV work with the required certification.

Qualifying Agents (QA's) at companies that perform Burglar Alarm installation must demonstrate completion of educational requirements **equivalent** to those required for valid current status with their NTS certifications of Level 1 and Level 2 or ABAT/Advanced Intrusion Systems Course.

Qualifying Agents (QA's) at companies that perform Locksmith work **are** required to provide documentation of completing the Proficiency Registration Program (PRP) of the Associated Locksmiths of America (ALOA) or AESBL Locksmith Test for licensing in 2017/2018.

Qualifying Agents (QA's) at companies that install or service Electronic Access Control systems must have the NTS Electronic Access Control class or the ALOA 2 day comprehensive Access Control class.

Qualifying Agents (QA's) at companies that install or service CCTV systems must have the NTS Video Systems Technology course or approved equivalent.

Installers must demonstrate completion of educational requirements **equivalent** to those required for current status with NTS Level 1 certification in order to obtain a 2017/2018 AESBL license.

All **Installers and Locksmiths** that install or service Electronic Access Control systems must provide AESBL certificates verifying they have completed the NTS Electronic Access Control class or the ALOA 2 day comprehensive Access Control class **or** NTS Level 1.

All **Installers and Locksmiths** that install or service CCTV systems must provide AESBL certificates verifying they have completed NTS Video Systems Technology course or approved equivalent **or** NTS Level 1.

Locksmiths whose business is limited to installing and servicing locks for motor vehicles, residential and commercial use **are** required to provide documentation of completing the Proficiency Registration Program (PRP) of the Associated Locksmiths of America (ALOA) or AESBL Locksmith Test for licensing in 2017/2018.

Salespersons must have approved sales training **or** NTS Level 1.

AESBL CEU REQUIREMENT NOTICE

2017/2018 Renewals

Beginning January 1, 2017, the CEU requirements for 2017/2018 renewals for individuals working for companies with a name beginning A-H (those that renewed for two years in 2015-2016) will be as follows:

- | | | |
|--|------------|-----------|
| 1. Alarm personnel—QAs and Installers | 2.4 CEUs = | 24 hours |
| 2. Salespersons | 0.8 CEUs = | 8 hours |
| 3. Locksmiths <u>only</u> | 1.6 CEUs = | 16 hours |
| 4. Locksmiths + Access Control / CCTV Installers | 2.0 CEUs = | 20 hours* |

***Locksmiths who also install and service Access Control and/or CCTV will need to obtain 8 CEU credit hours in one calendar year and 12 CEU credit hours in the next calendar year of a two-year licensing period.**

Specifically for Alarm Installers, an alternative to CEU hours is to obtain a valid current copy of their Certified Alarm Technician (Level 1) certificate from ESA. The current certificate must be dated no earlier than 2016.

Copies of all CEU certificates must be submitted and itemized individually on the following CEU Reporting Form (page 15).

Alabama Electronic Security Board of Licensure CEU Reporting Form

Please refer to www.aesbl.alabama.gov/Approved_Continuing_Education_Training.doc for approved Continuing Education Courses.

Qualifying Agents and Installers who do not have current valid NTS Certificates (Level 1, Level 2 or ABAT/Advanced Intrusion Systems Course), Locksmiths, and Salespersons must complete this form to document equivalent Continuing Education Training.

Biennial minimum required Continuing Education Training. Locksmith only must have 1.6 CEUs or 16 hours. Locksmiths licensed for CCTV and /or Access Control must have 2.0 CEUs or 20 hours. Alarm QAs and Installers must have 2/4 CEUs or 24 hours of industry related training. Salespersons must have .8 CEUs or 8 hours.

To report continuing education training to AESBL, you must complete and sign this form. Attach the original or a valid copy of each training certificate received.

Course Date (include yr.)	Course Title	CEU Course #	Sponsor	CEU's/ Hours Earned

Total Earned _____

By signing and submitting this form, I certify that the information contained is complete, accurate, and the courses attended were qualified industry related topics. I understand that all credits are subject to verification by AESBL. **By falsifying any of this information, I understand that I can face monetary penalties up to \$1000 per violation and/or possible revocation of license.**

Print Name: _____ Company Name: _____

Signature: _____ Date: _____

INSTRUCTIONS FOR ALEA AND FBI CRIMINAL HISTORY INFORMATION RELEASE FORM

Attached is a sample Criminal History Information Release Form used by the Alabama Law Enforcement Agency (ALEA).

For 2017/2018 renewals, companies A-H will be required to submit the ALEA Criminal History Form for individuals renewing.

- ✓ **Applicants not licensed by AESBL for 2016, applicants who fail to renew a license within 30 days of the expiration date of their most recent license, and applicants arrested or convicted of a crime during the past three years must complete the ALEA Criminal History Information Release Form and (2) FBI fingerprint cards.**
- ✓ **All Renewing applicants must submit a ALEA Criminal History Form and **two (2) fingerprint cards** along with a cashier's check or money order for \$25.00 per person, made payable to ALEA for processing ALEA reports.**
- ✓ **New applicants must also submit Federal Bureau of Investigation (FBI) fingerprint cards. New applicants must go to their local law enforcement authority's office and have (2) FBI fingerprint cards completed. These **completed fingerprint cards** must be mailed to AESBL, along with a cashier's check or money order for \$39.75 per person, made payable to ALEA for processing ALEA and FBI reports.**
- ✓ **Use these codes for race: (A) Asian, (B) Black, (H) Hispanic, (I) American Indian, (O) Other, or (W) White.**
- ✓ **Signatures on the ALEA Criminal History form must be notarized or witnessed by two people.**
- ✓ **All Renewing applicants must submit a ALEA Criminal History Form and **two (2) fingerprint cards** along with a cashier's check or money order per person, made payable to ALEA for processing ALEA reports.**
- ✓ **You may remit one money order or cashier's check to AESBL **made payable to ALEA** in the amount of \$25.00 for ALEA report or \$39.75 for ALEA and FBI reports.**
- ✓ **When completed forms and proper fees are received, the ALEA and FBI will perform criminal background checks and provide reports to AESBL.**

FBI FINGERPRINT CARDS

The following information must be completed before ALEA/FBI will accept fingerprint cards for background checks:

- 1. Top of card-middle section-Last Name, First Name and Middle Name**
- 2. Left section – Signature of Person Fingerprinted**
- 3. Residence of Person Fingerprinted**
- 4. Date and Signature of Official Taking Fingerprints**
- 5. Employer and Address of Person Fingerprinted (Your Employer)**
- 6. Middle section – Social Security Number**
- 7. Right section – Sex, Race, Hgt, Wgt, Eyes, Hair, State of Birth**
- 8. Right section – Date of Birth**

ALEA/FBI WILL NOT ACCEPT FOLDED CARDS

Please submit money order or certified check made payable to ALEA.

**LICENSEE'S/ APPLICANT'S AUTHORIZATION FOR A CRIMINAL BACKGROUND CHECK AND/OR REQUEST TO
CHANGE, CORRECT, OR UPDATE THEIR CRIMINAL HISTORY**

_____, hereby authorizes the Alabama Electronic
(printed name)

Security Board of Licensure (hereinafter "AESBL") to receive my criminal history information to determine my suitability for licensure. I understand that my fingerprints will be utilized to conduct a federal and state criminal background check and that the AESBL is authorized to conduct the criminal background check pursuant to Alabama Code Section 34-1A-5(d)(2a) and Alabama Code Section 34-1A-5(d)(2b). I, being of sound mind and legally competent, hereby authorize the AESBL to obtain any and all criminal history information on said applicant from the ALEA and/or FBI.

As set forth in Title 28 CFR, Section 16.34, I understand that I, as an applicant or renewal licensee, may challenge or appeal any portion of my Criminal History Record Information (CHRI) that I believe to be incomplete or inaccurate by contacting the Records & Identification Division located within ALEA at 334-353-4340. I understand that inquiries may also be made into my history of controlled substance or alcohol abuse, and into my fitness to enter or remain in the Alarm or Locksmith profession.

Signature of Applicant

Date

Form 2016004



Application to Review Alabama Criminal History Record Information

Applicant Information

Full Name (First, Middle, Last, Suffix): _____

Applicant Current Address: _____

City: _____ State: _____ Zip Code: _____

Alias or Nickname(s): _____ Sex/Gender: ☐ Male ☐ Female

Social Security Number: _____ Date of Birth: _____ (month/date/year)

Race: ☐ White ☐ Black ☐ Asian ☐ Indian ☐ Other (please specify) _____

Current Driver's License Number: _____ Issuing State: _____

Current e-mail address: _____

Home Phone #: (____) _____ Cell Phone #: (____) _____

Work Phone #: (____) _____ Extension: _____

Included with my Application are the following items:

- ☐ Completed Application signed by applicant and two witnesses or notarized.
- ☐ The required copy of my valid photo identification (see "Appendix B" for applicant instructions, required documents and accepted forms of identification).
- ☐ The required \$25.00 administrative fee (must be in the form of a money order or Cashiers checks made payable to the ALEA Records and Identification Division).
- ☐ A classifiable copy of my own fingerprints taken by an authorized law enforcement agency as required (please see "Appendix C" for instructions).

I, the above referenced individual, hereby request to Review my Alabama criminal history record information (CHRI) maintained by the Alabama Law Enforcement Agency. By signing below and submitting this application, I hereby verify that the information listed in my application and in the attached documentation is correct. I also acknowledge that I understand that, in accordance with Section 41-9-601 of the Code of Alabama 1975, that any person who willfully requests, obtains or seeks to obtain criminal offender record information under false pretenses, or who willfully communicates or seeks to communicate criminal offender record information to any agency or person without authorization, may be guilty of a felony, and shall be fined not less than \$5,000 nor more than \$10,000 or imprisoned in the state penitentiary for not more than five years or both. § 41-9-601, Code of Ala. (1975).

Applicant Signature _____ Date _____

Name of Witness _____ Name of Witness _____

Address of Witness _____ Address of Witness _____

City, State and Zip _____ City, State and Zip _____

Sworn to and subscribed before me this ____ day of _____, 20__.

Notary Signature _____ My Commission Expires _____, 20__.



Applicant Instructions

For completing the ALEA Applications to Review or to Challenge Alabama Criminal History Record Information

In order for your request to review, challenge or appeal your Alabama criminal history record information to be processed by the Alabama Law Enforcement Agency (ALEA), you must complete the *ALEA Application to Review or to Challenge AL Criminal History Record Information* in accordance with the following instructions:

1. **Your application must include ONE COPY of at least one of the following forms of your own valid photo identification:**
 - a. A valid unexpired United States state-issued photo driver license or photo ID (non-driver) card;
 - b. A valid unexpired United States Active Duty, Retiree or Reservist military ID card (DD Form 2 or 2A);
 - c. A valid unexpired United States Military Dependent ID card (for spouse or children of Active Duty Military personnel);
 - d. A valid unexpired United States Citizenship and Immigration Service Documentation, which may include either:
 - i. Certificate of Naturalization N-550, N-570, N-578; or
 - ii. Certificate of Citizenship N-560, N-561, N-645
 - e. A valid unexpired United States Passport; or
 - f. A valid unexpired Foreign Passport which meets the following requirements:
 - i. A foreign passport must contain a Valid United States Visa or I-94 to be used as a primary proof of identification; or
 - ii. A foreign passport, not issued in English, must be translated and accompanied by a Certificate of Accurate Translation. Passports are not acceptable if un-translated into English and/or expired.
2. **Your application must include the required \$25.00 administrative fee in the form of only a cashier's check or a money order made payable to the "ALEA Records and Identification Division" (sorry – personal and/or business checks are not accepted).; and**
3. **Your application must include a classifiable set of your own fingerprints, taken by an authorized law enforcement agency with an FBI-issued Originating Agency Number (ORI).**
 - a. The fingerprints accompanying your application should be provided to ALEA on an official FBI-approved "Applicant" fingerprint card or a FBI-approved AFIS printout of an official "Applicant" fingerprint card (i.e., FBI blue card) collected by an approved law enforcement agency with a valid FBI ORI. This permits positive identification and insures that the proper criminal record is reviewed.
 - b. Details for the fingerprinting agency may be found in APPENDIX C.
4. **If your application is to CHALLENGE any part of your CHRI maintained by ALEA, the application must include, at a minimum:**
 - a. The charge and DATE of each specific arrest or disposition being challenged;
 - b. The Name of the ARRESTING AGENCY OR COURT for each arrest or disposition being challenged;
 - c. A listing of each specific arrest or disposition being challenged;
 - d. The details related to why each specific arrest is incorrect or incomplete;
 - e. What the applicant believes to be the correct information for each arrest or disposition being challenged;
 - f. Where the applicant obtained what he/she believes to be the correct supporting information (if applicable); and
 - g. Official documentation from the arresting agency or court (if applicable) to support each arrest or disposition being challenged.
5. **Your completed request and all of the required documentation should be mailed to:**
 Alabama Law Enforcement Agency – Records & Identification Division
 P.O. Box 1511
 Montgomery, Alabama 36102-1511

Please allow a minimum of 5-10 business days from the date the application is received by ALEA for ALEA to process your request for review. Requests to Challenge CHRI information do NOT fall under this timeframe, as they require additional research, contact and verification with the arresting agencies, etc. If you have any questions concerning this procedure, you may contact ALEA by calling (334) 353-4340.



ALABAMA LAW ENFORCEMENT AGENCY
Application to Challenge Alabama
Criminal History Record Information

Request to Challenge CHRI maintained by ALEA

An individual may Challenge or Appeal any portion of his or her own Criminal History Record Information (CHRI) maintained by the ALEA Records and Identification Division that he or she believes to be **incomplete** or **inaccurate**. This may be requested by completing the *ALEA Application to Challenge AL Criminal History Record Information* and returning it along with the required documentation to ALEA within one calendar year of the date of the ALEA response to the individual's request to review CHRI.

Please ATTACH IN WRITING to this completed application the following information regarding EACH arrest and/or disposition you wish to challenge:

1. The charge and DATE of each specific arrest or disposition being challenged;
2. The Name of the ARRESTING AGENCY OR COURT for each arrest or disposition being challenged;
3. A listing of each specific arrest or disposition being challenged;
4. The details related to why each specific arrest is incorrect or incomplete;
5. What the applicant believes to be the correct information for each arrest or disposition being challenged;
6. Where the applicant obtained what he/she believes to be the correct supporting information (if applicable); and
7. Official documentation from the arresting agency or court (if applicable) to support each arrest or disposition being challenged.

Please mail your completed application, along with the required documentation to:

**ALABAMA ELECTRONIC SECURITY
 BOARD OF LICENSURE
 7956 VAUGHN ROAD, PMB 392
 MONTGOMERY, AL 36116**

The *ALEA Application to Review or Challenge AL Criminal History Record Information* will be reviewed by an ALEA official, along with the documentation provided. The applicant will be notified as promptly as possible of the results of the challenge and you may appeal a decision that is unsatisfactory to you according to the procedures established by the ALEA Commission.

Questions? Contact the Alabama Law Enforcement Agency's Records & Identification Division by calling **334-353-4340**. ALEA's normal business hours are Monday through Friday, from 8:00 a.m. until 5:00 p.m. Central Standard Time (CST).

ORDER FORM

Fingerprint Cards for 2017/2018 License Application

Per ALEA, all individuals who apply for an AESBL license must submit 2 fingerprint cards

This includes all renewing applicants, all new applicants, applicants who fail to renew a license within thirty (30) days of expiration date of their most recent license, and applicants arrested or convicted of a crime during the past three years must obtain (2) FBI fingerprint cards from AESBL and go to their local law enforcement authority's office to be fingerprinted.

Two completed FBI fingerprint cards per person must be mailed to AESBL, along with the appropriate fees for processing.

My company expects to hire _____ new employees
Number
and will need fingerprint cards to apply for a license.

Please send fingerprint cards to: (Include a contact person with Company name and address)

Please fax completed form to: **334-264-9332**

Or mail to: **AESBL
7956 Vaughn Road,
PMB 392
Montgomery, AL 36116**

REQUIRED FOR ALL NEW APPLICANTS ONLY

AFFIDAVIT OF APPLICANT

All new applicants for licensing by AESBL must complete the following **Affidavit of Applicant** and submit it to AESBL along with **ONE** of the **Acceptable Documents** listed on this page. Please submit a **COPY, not ORIGINAL, of one document**. This information is required in addition to all other applications and fees for AESBL licensing.

ACCEPTABLE DOCUMENTS

HB56, Section 29(k):

- Driver's license or non-driver identification card
- Birth certificate
- Pertinent pages of a United States valid or expired passport (must show passport number)
- United States naturalization documents or the number of the certificate of naturalization
- Other documents or methods of proof of United States citizenship issued by the federal government pursuant to the Immigration and nationality Act of 1952, and amendments thereto
- Bureau of Indian Affairs card number, tribal treaty card number or tribal enrollment number
- Consular report of birth abroad of a citizen of the United States of America
- Certificate of citizenship issued by the United States Citizenship and Immigration Services
- Certification of report of birth issued by the United States Department of State
- American Indian Card, with KIC Classification issued by the US Department of Homeland Security
- Final adoption decree showing the applicant's name and United States birthplace
- Official United States Military record of service showing the applicant's place of birth in the United States
- Extract from a United States hospital record of birth created at the same time of the applicant's birth indicating the applicant's place of birth in the United States

HB56, Section 2 (10):

- unexpired driver's license
- Valid, unexpired non-driver identification card
- Valid tribal enrollment card or other form of tribal identification bearing a photograph or other biometric identifier
- Valid United States federal or state government issued identification bearing a photograph or other biometric identifier, if issued by an entity that requires proof of lawful presence in the United States
- Foreign passport with an unexpired United States Visa and a corresponding stamp or notation by the United States Department of Homeland Security indicating the bearer's admission to the United States
- Foreign passport issued by a visa waiver country with the corresponding entry stamp and unexpired duration of stay annotation or an I-94W form by the United States Department of Homeland Security indicating the bearer's admission to the United States

REQUIRED FOR NEW APPLICANTS ONLY

AFFIDAVIT OF APPLICANT

_____, on oath, do promise and swear that,
Printed Name of Applicant

In accordance with the Alabama Immigration Law ALL **new applications** received on or after October 1, 2011 must provide, with their online or mail-in application, a notarized affidavit with a copy of one (1) of the documents stated in HB56, Section 29(k) or HB56, Section 3(10).

ALL applicants who cannot provide the documentation as provided in HB56, Section 29(k) or HB56, Section 3(10) shall be denied a license. All applicants or renewal applicants who provide documentation of alien status, pursuant to HB56, section 3(10), shall be verified through the S.A.V.E program or the Department of Homeland Security pursuant to 8 U.S.C §1373. Any applicant not lawfully in the United States shall be denied a license.

It is understood that if I have provided any false documents or, documents not originally issued to me, that my license may be suspended or revoked by the Board at any time.

I hereby state that all the documents provided by me are true and correct copies of documents issued to me by a governmental agency or tribal authority.

I further state that I have been provided a list of the documents that are acceptable to verify my identity and that verify my ability to work and/or reside in the United States. Of the list of documents, I have provided a copy of my _____.

Signature of Applicant

ATTESTATION

I, _____, a notary in the State of _____
(printed name of notary)

Hereby attest to the fact the above named individual signed the above affidavit in my presence on

This _____ day of _____ 201____.

Sworn to and subscribed before me this _____ day of _____, _____

Notary Public

My commission expires: _____

**AFTER REVIEWING YOUR 2017/2108 APPLICATION PACKETS
IF YOU WOULD LIKE TO APPLY FOR ONE OF THE WAIVERS,
THE FOLLOWING PROCEDURES APPLY.**

Procedures for Waivers

Alabama Administrative Code, 304-X-1-.04(6)

(e) Alarm and Locksmith companies that have been licensed with the Alabama Electronic Security Board of licensure (the Board) for the previous five (5) calendar years that have had no complaints filed with the Board against them or their employees that have resulted in disciplinary action being taken by the Board during the previous five (5) years, and have not had documented violations of the Board's law or Administrative Code may file a written request for a waiver from the additional educational requirements of this Section 304-X-1-.04(1)(c) for their Qualifying Agents by providing the Board written certification that they have had no written complaints filed against the company or employees and have had no documented violations of noncompliance during the past five (5) years.

(f) Locksmith companies that only work on residential mechanical locks and have been licensed with the Alabama Electronic Security Board of Licensure (the Board) for the previous three (3) calendar years and have had no complaints filed with the Board against them or their employees that have resulted in disciplinary action being taken by the Board during the previous three (3) years, and have not had documented violations of the Board's law or Administrative Code may file a written request for a waiver from the continuing educational requirements of this Section 304-X-1-.04(4)(b) for their locksmiths by providing the Board written certification that they have had no written complaints filed against the company or employees and have had no documented violations of noncompliance during the past three (3) years.

(g) The receipt of a written complaint by the Board against the company or any employee may result in the loss of its waiver for educational requirements.

(h) Failure to comply with Code of Alabama 1975, Section 34-1A, and this Administrative Code 304-X-1 may result in the loss of a company's waiver of these educational requirements.

STEPS

1. **An individual Qualifying Agent or Locksmith must submit a complete, signed and witnessed Certification for Waiver to AESBL. (See Certifications for Qualifying Agent and Locksmiths.)**
2. **AESBL reviews its data base and files to determine if there have been monetary penalties or documented violations of Code. If none are found, the request for waiver is approved.**
3. **If licensed for the immediately proceeding required number of years, and no monetary penalties or documented violations of Code are identified, the request for waiver is approved by the Executive Secretary.**
4. **If not licensed for the immediately proceeding required number of years, or monetary penalties or documented violations of Code are in the AESBL data base or files, the request for waiver is denied by the Executive Secretary.**
5. **The applicant may submit a letter for reconsideration of waiver request for Board review and final Board determination of waiver status.**
6. **There are NO appeals for denied waivers by the Board. The required training must be obtained in order to be licensed.**
7. **The receipt of a written complaint by the Board against the company or an employee will result in the loss of its waiver for educational requirements if the complaint results in a monetary penalty.**
8. **Documented violations of Code of Alabama 1975, Section 34-1A, or Administrative Code 304-X-1 will result in the loss of a waiver of educational requirements.**
9. **Written notification of any loss of waiver will be sent to the individual through the U.S. Postal Service by standard mail at the company's mailing address. The required training must be obtained in order to renew a license and conduct business in Alabama after loss of waiver.**

Certification for Waiver of Locksmith's CEU Training

I _____ of _____
(Print Locksmith's Name)

(Name of Company and Location)

Hereby certify to the Alabama Electronic Security Board of Licensure (the Board) that I and the above named company:

1. Only work on residential mechanical locks;
2. Have been licensed by the Board for the previous three (3) calendar years;
3. Has had no complaints filed with the Board against the company or its employees that have resulted in disciplinary action being taken by the Board during the previous three (3) years.
4. Has not had documented violations of the Board's law or Administrative Code during the previous three (3) years.

I also certify that this is true and correct to the best of my knowledge and acknowledge that the Board will verify this information against its records prior to approving or denying this waiver request.

I do understand that, if approved, the waiver will be in effect until I cease employment at this company or such time as the Board notifies me the waiver has been revoked and that, if denied, I can not again request waiver of CEU training for the specified license period and can not install or service locks until I have met the CEU training requirements.

Date _____ Signed _____

Witness (one) _____ Witness (Two) _____

Address _____ Address _____

City/State/Zip _____ City/State/Zip _____

Waiver: Approved _____ Denied _____ Reason: Not licensed previous 5 years _____
Complaint _____ Violation _____

Date _____ Signed _____
(Executive Secretary)

Certification for Waiver of Qualifying Agent's CCTV Training

I _____ of _____
(Print Qualifying Agent's Name)

(Name of Company and Location)

Hereby certify to the Alabama Electronic Security Board of Licensure (the Board) that the above named company:

1. Has been licensed by the Board for the previous five (5) calendar years;
2. Has had no complaints filed with the Board against the company or its employees that have resulted in disciplinary action being taken by the Board during the previous five (5) years.
3. Has not had documented violations of the Board's law or Administrative Code during the previous five (5) years.

I also certify that this is true and correct to the best of my knowledge and acknowledge that the Board will verify this information against its records prior to approving or denying this waiver request.

I do understand that, if approved, the waiver will be in effect until I cease employment at this company or such time as the Board notifies me the waiver has been revoked and that, I can not again request waiver of CCTV training and can not install or service Closed Circuit Television Systems (CCTV) until I have met the CCTV training requirements.

Date _____ Signed _____

Witness (one) _____ Witness (Two) _____

Address _____ Address _____

City/State/Zip _____ City/State/Zip _____

Waiver: Approved _____ Denied _____ Reason: Not licensed previous 5 years _____
Complaint _____ Violation _____

Date _____ Signed _____
(Executive Secretary)

ALABAMA ELECTRONIC SECURITY BOARD OF LICENSURE

THINGS TO REMEMBER

1. Your company license must be displayed in your business.
2. A notification of where to file a complaint must be displayed in your business and on or attached to the contract.
3. All advertising must show state license number of Company: AL St. Lic # xxx”.
4. All individuals who sell, install, service or monitor electronic security systems and/or locks for motor vehicle, residential or commercial use in Alabama must submit an application for a license to AESBL within (10) business days of beginning employment with a sole proprietorship, company or corporation operating in Alabama.
5. All Locksmiths must have a picture ID issued by AESBL.
6. All Qualifying Agents must have a picture ID issued by AESBL.
7. All Installers must have a picture ID issued by AESBL.
8. All Salespersons must have a picture ID issued by AESBL.
9. All Helpers must have a picture ID issued by AESBL.
10. All Trainees must have a picture ID issued by AESBL.
11. All Qualifying Agents, Installers, Locksmiths and Salespersons must provide documentation of training to AESBL to be able to work.
12. When a licensed employee leaves a company or is terminated, the company should obtain his/her AESBL ID card from the individual and notify AESBL.
13. Notify AESBL within ten (10) days of a QA being no longer employed.
14. Notify AESBL if there is a company name change, change of address, or if business is closed.
15. If you renew your company’s general liability insurance during 2017/2018, provide AESBL a copy of the new certificate.
16. Contact AESBL or visit our web site at www.aesbl.alabama.gov for complete rules if you are in doubt of any qualifications or amendments to the rules. Listening to other companies and workers will not necessarily give you the proper answers to your questions.